



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date November 3, 1977	1. Agency Address Office of Energy Resources Room 615 270 Washington Street, S. W. Atlanta, Georgia 30334	Application Number 77-497	
Application Number		Date Received DEC 5 1977	Date Completed DEC 22 1977
2. Person to Contact Rob Harvey		Working Title Assistant Planner	Telephone Number 656-2010
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input checked="" type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973      Latest 1975		5. Records Series Title (followed by title used in office, if different) Oil Company Correspondence File	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? To plan and coordinate the implementation of a comprehensive energy management program for Georgia. This includes such activities as: identifying energy resource issues; developing and analyzing policies and programs; and recommending appropriate positions and actions to the Director of OPB, the Governor, and the General Assembly. To identify, obtain, and implement federal energy-related programs; to assist in coordinating State, regional, and local energy activities in order to insure consistency with Georgia's energy goals. To collect, compile and analyze energy data, and to prepare and disseminate energy-related information to all consumers.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: allocating petroleum products via the State Set-Aside program as provided for under the Emergency Petroleum Allocation Act of 1973. Included are: correspondence between Georgia oil companies (prime suppliers) and the State Energy Office, concerning administrative requirements of the program.  File is arranged: alphabetically by name of oil company.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>0</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>4</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Don Walden</i>	<i>11-30-77</i>		

  

State Records Committee (Signature)	Date
State Auditor/Designee <i>[Signature]</i>	<i>12-21-77</i>
Secretary of State/Designee <i>Carroll Hart</i>	<i>12-20-77</i>
Attorney General/Designee <i>[Signature]</i>	<i>12-21-77</i>

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)